

Land Development Manual Volume I, Chapter 1 Project Submittal Requirements

Section 5 Subdivision Approvals

October 2, 2001

Development and Permit Information: (619) 446-5000

Appointments: (619) 446-5300

www.sandiego.gov/development-services



This information, document, or portions thereof, will be made available in alternative formats upon request

SECTION 5: SUBDIVISION APPROVALS

Introduction

Subdivision Approvals are those that involve the subdivision or adjustment of real property, the associated design of public improvements, and the acquisition and vacation of public rights-of-way and public easements. Some approvals are ministerial in that they are approved if they meet the regulations. Others are discretionary in that they require a public hearing where the decision maker must exercise some discretion in determining whether the proposed subdivision meets the applicable regulations, standards, and guidelines.

Land Develop Requirements	ment Manual Project Submittal
Section 1 Section 2 Section 3	Guide to the Project Submittal Process Construction Permits - Structures Construction Permits - Grading and Public Right-of-Way
Section 4 Section 5 Section 6	Development Permits/Approvals Subdivision Approvals Policy Approvals

Submittal Requirements

The Submittal Matrix and the Minimum Submittal Requirements Checklist found in this section identify the forms, documents, and plans that are required for subdivision approvals. The Submittal Matrix is an easy-to-use tool to help you quickly identify the number of items you need to submit to the City. The Submittal Requirements Checklist provides a detailed description of what the content of each of the required forms, documents, and plans must be. All items noted in the checklist must be provided unless not specifically required by the Submittal Matrix or the Checklist.

Two Stage Reviews

The following approvals require a first stage and second stage submittals:

- 1. Lot line adjustments/consolidations/plats.
- 2. Easement Abandonments.
- 3. Public Right-of-Way Vacations.

The first stage is when staff will review the proposed project to determine if they can recommend that it complies with the applicable regulations. Upon completion of this review, applicants will be notified, by an assessment letter, of staff recommendation

The second stage includes the preparation and review of the final legal documents and approval by the decision maker at a Public Hearing for discretionary approvals or by the City Engineer for ministerial approvals.

Applicants have the option to submit both first stage and second stage submittals with applicable fees at the same time. Applicant will not be refunded the full second stage fee if the application is withdrawn after the initial review.

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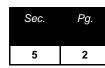


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Submittal Requirements Matrix Subdivision Approvals

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page) APPROVAL TYPE 1.0 2.0 3.0 4.0 5.0 6.0 8.09.0 Map Reference Material 12.0 13.0 14.0 7.0 11.0 (See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. Note: Some documentation and plan information may be combined into single documents or shown on the same Letter of Request **Proposed Grant Deed Proposed Legal Description** Public Notice Package General Application Package Geotechnical Report Prior Development Approval Title Report Fee Schedule [504] plans if the information is clearly identified) Traverse **General Requirements - All Plans** Map/Drawing Package **CERTIFICATE OF COMPLIANCE** (125.0210) 1 (1) **CERTIFICATE OF CORRECTION** (125.0141) **DEDICATION** (62.0205) (1) 1 6 Right-of-way Dedication 1 **Easement Dedication EASEMENT ABANDONMENT (125.0101)** First Stage (1) 2 **Second Stage** (1) 10 **FINAL MAP** (125.0610)

LEGEND: 1 = Number of Copies Required (#) = Number of Copies that may be Required (See Min. Submittal Requirements Checklist) ✓ = Applies to all plans required (142.0402) = Land Development Code Sec. Reference [000] = Bulletin Reference No.





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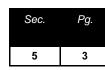
Submittal Requirements Matrix **Subdivision Approvals**

SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page) APPROVAL TYPE 4.0 5.0 6.0 8.012.0 13.0 14.0 (See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. 1.0 2.0 3.0 7.0 9.0 Map Reference Material 10.0 11.0 Note: Some documentation and plan information may be combined into single documents or shown on the same Public Notice Package Letter of Request **Proposed Grant Deed** General Application Package **Certificate of Correction** Geotechnical Report Prior Development Approval Proposed Legal Description plans if the information is clearly identified) Title Report Traverse General Requirements -Map/Drawing Package Fee Schedule [504] All Plans LOT LINE ADJUSTMENT / LOT CONSOLIDATION PARCEL MAP (125.0310) (1) First Stage **Second Stage LOT LINE ADJUSTMENT PLAT (125.0310)** (1) First Stage (1) (1) (1) 6 -**Second Stage** See Section 4 - Development Permits/Approvals **MAP WAIVER** (125.0120) **PARCEL MAP** (125.0501) 11 **PUBLIC RIGHT-OF-WAY VACATION** (125.0010) 22 First Stage 1 (1) **Second Stage**

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REVERSION TO ACREAGE (125.0801)

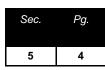


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Submittal Requirements Matrix Subdivision Approvals

THE CITY OF SAN DIEGO SUBMITTAL REQUIREMENTS (See Legend at Bottom of Page) APPROVAL TYPE 1.0 2.0 3.0 4.0 5.0 6.0 8.09.0 Map Reference Material 12.0 14.0 7.0 11.0 13.0 (See Minimum Submittal Requirements Checklist, Subdivision Approvals for detailed submittal requirements. 10.0 Note: Some documentation and plan information may be combined into single documents or shown on the same General Application Package Letter of Request Prior Development Approval **Proposed Grant Deed Proposed Legal Description** Public Notice Package Geotechnical Report Title Report Fee Schedule [504] plans if the information is clearly identified) Traverse **General Requirements - All Plans** Map/Drawing Package 1 3 6 STREET NAME CHANGE (Council Policy 600-12) See Section 3 - Construction Permits - Grading and Public Right-of-Way **SUBDIVISION IMPROVEMENT AGREEMENT (129.0702)** See Section 4 - Development Permits/Approvals **TENTATIVE MAP** (125.0410)

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Minimum Submittal Requirements Checklist **Subdivision Approvals**

Project Address:		Project. No				
1st Review By:	Date _	/	/	_ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	☐ Rejected	
2nd Review By:	Date _	/	/	_ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	☐ Rejected	
Submittal Result Legend: $N/A = Not \ Applicable \ \emptyset = Incomplete/Missi.$	ng ✓= Meets require	ements	TBD =	= To be determi	ned during revi	iew

This checklist must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required and the minimum quantity that must be provided, based upon the approval you are applying for. Acceptance of projects for review by the City of San Diego depends upon the accuracy and completeness of the submitted plans and documents. This Minimum Submittal Requirements Checklist establishes the minimum details that must be included in all plans and documents required by the City. The design professional should use this checklist when preparing project packages for review. Plans or documents missing any of the required detail will not be accepted. Additional information or clarification my be required during the review process or prior to permit issuance.

Where the word "conditional" appears before the detail and the text is in italics, this information may be required as outlined. When a conditional document is required then all sub-item details listed below it are required. Where the "Result" column next to the detail is labeled "Recommended" the detail shown is provided as a suggestion for improving the speed of the review and is not required for all approvals and is not a "minimum" submittal requirement. However, these items may be a plan check correction item. All other detail is required unless not applicable to your project. Staff will review your documents against this checklist and note the status of each required document in the "Result" column using the symbols noted in the legend above.

Item #	Requirement	Result
1.0	GENERAL APPLICATION PACKAGE	
1.1	General Application (DS-3032) (See instructions on back of application form for more detail)	
1.2	Parcel Information Checklist (DS-302) See instructions on the checklist for more detail.	
1.3	Proof of Ownership and Legal Lot Status A copy of the Grant Deed or Vesting Deed is required to provide proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required. In these cases, the Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed, must also be provided.	
1.4	Assessor's Map Page with property highlighted The Assessor's Map Page is used to identify the proposed development as it relates to surrounding properties. The project location must be outlined on all copies using a bright-colored, high-lighting marker that will not obscure the print. The required size is 11" x 17".	
1.5	Conditional - Concurrent Processing Agreement: If the construction project review is being concurrently processed with another policy or development permit/approval, provide a copy of the signed Concurrent Processing Agreement.	

LEGEND: $N/A = Not \ Applicable \ \emptyset = Incomplete/Missi$	ng \checkmark = Meets requirements TBD = To be determined
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Item#	Requirement	Result	
2.0	CERTIFICATE OF CORRECTION Provide a certificate to correct technical errors or omissions on recorded final map or parcel map as provided by the Subdivision Map Act.		
3.0	GEOTECHNICAL REPORT Conditional: If and when a geological, geotechnical, and/or soils report is required depends on the type proposed and which hazard category the project site is located within (see Information Bulletin 515). The San Diego Seismic Safety Study maps show the hazard categories of all parcels within the City. For more information on Geotechnical Report requirements, see the City of San Diego Technical Guidelines for Geotechnical Reports, current edition.	e City of	
3.1	3 Years Old: Report cannot be more than three years old.		
3.2	Signed/Stamped: Report must be signed and stamped by a registered geotechnical professional such as a RCE, GE, or CEG.		
3.3	Subject Property: Report must be for the subject project.		
4.0	LETTER OF REQUEST A letter requesting an Abandonment, Street Name Change and Vacation that outlines the reasons for the	request	
4.1	 Letter Outline: Provide a letter that outlines all of the proposed actions in detail and that contains the following information as applicable: The signature of all adjacent or underlining property owners whether they are for or against the subject action. The existing condition/use of the proposed vacation, abandonment (e.g. improved, partially improved, not in use, etc.) Explanation of why the action will benefit the public and what the proposed use of the subject area or what is the reason for the street name change. Describe the proposed limits of the action even if it extends beyond your area of interest. For street name changes note the name of the existing street, proposed street, and an alternate choice. 		
4.2	Current City Actions: Provide information on any current or potential review, permits, or other actions with the City concerning the property associated with this process. For right-of-way vacations and easement abandonments - provide full width within a block range as feasible.		
5.0	PRIOR DISCRETIONARY APPROVAL DOCUMENTATION Conditional: Required if the property had a prior Policy Approval, Subdivision Approval, or Development Permit/Approval. Copies of resolutions granting these approvals/permits may be obtained at the County Recorders Office through a title search or from the City if the permit/approval number is provided.		
5.1	Copies: Provide a copy of any prior policy approval, subdivision approval, or development permit/approval that gives any development entitlements to the property, including approved exhibits.		
5.2	Tentative Map: If a tentative map was the prior approval, then provide a copy of the approved Tentative Map.		
5.3	Concurrent Processing: See item 1.5		
6.0	PROPOSED GRANT DEED Provide a written copy of he proposed deed granting the dedication or easement.		
7.0	PROPOSED LEGAL DESCRIPTION Provide a written copy of the proposed legal description of the dedication or easement.		

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Item #	Requirement	Result
8.0	PUBLIC NOTICE PACKAGE A public notice package is required for all discretionary actions requiring a Notice of Future Decision (Pror a Notice of Public Hearing (Processes 3, 4 and 5). See Information Bulletin 512 for information on how obtain public noticing information	rocess 2) w to
8.1	Mailing Labels: Provide owner and occupant mailing labels as follows:	
	• 3 sets of owners mailing labels	
	• 3 sets of occupant mailing labels	
8.2	Assessors Map(s): Provide assessors Map(s) with 300-foot noticing radius outlined	
8.3	Address lists: Provide list of owner/occupant addresses (copy of mailing labels acceptable)	
9.0	MAP REFERENCE MATERIALS Provide a package containing all maps, records of survey, deeds, vesting deeds, adjoining deeds, and drawings referred to in the preliminary title report or shown on the map exhibit.	
10.0	TITLE REPORT	
10.1	Address: The report is for the subject property.	
11.0	TRAVERSE Conditional: Required when new property, easement or right-of-way boundaries are proposed.	
11.1	 Traverse Calculations: Traverses must meet City standards per the Subdivision Manual). Inverses are not acceptable. Traverse calculations must show the following: The mathematical closure of all lots in the subdivision. The mathematical closure of all easements. The mathematical closure of the boundary. The mathematical closure of the NAD 83 ties. 	
12.0	GENERAL REQUIREMENTS - ALL PLANS	
12.1	 Title Sheet: The following must be shown in the first sheet: Title block should be on all plans in the lower right hand 8 1/2" x 11" space of each sheet and should include the following: Sheet Title (Tentative Map, Grading Plan, Topographic Survey, etc.), Sheet Number and Total Sheet Count (Sheet of), Original Drawing Preparation Date, and Revision Date(s). Vicinity Map Basis of Design Identified - Specify use and number of lots. Show legal Description(s) and Assessor Parcel Number(s) for the property that the development is proposed on; Show owner's name and address; Show design professional's name, address and phone number. Show the zoning designation and/or overlay zone designations. Show Assessors Parcel Map Number (APN), basis of bearings and north arrow. 	
12.2	Signed/Stamped: All maps/drawings must be prepared, signed and stamped by professionals. These professionals include a Professional Land Surveyor (PLS) or a registered Civil Engineer with a registration up to RCE 33965.	
12.3	Drawing Format: C-Drawing (C-sheet size is 18" X 26") with 1" perimeter border.	
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12.4	Max Plan Size: All plans must be stapled, bound together and rolled. Each rolled plans must not exceed the maximum length of 30 inches, maximum rolled height of 8 inches and maximum weight of 20 pounds.	

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Item#	Requirement	Result	
12.6	Minimum Lettering Size: Minimum lettering size must be 0.10" if typed and 0.125" if hand written.		
13.0	MAP/DRAWING PACKAGE	•	
13.1	Property Lines: Show and label all property lines including courses fully dimension.		
13.2	Legal Description: Show the proposed written legal description.		
13.3	Streets and Rights-of-way : Show and label location & width of dedicated/proposed streets and rights-of-way.		
13.4	Coordinate Index: Show NAD 27 and NAD 83 Coordinate Index		
14.0	FEES [See Information Bulletin 504] Checks must be made payable to the "City Treasurer" in the exact amount required, as the cashier cannot give change on checks written over the amount due. Fees can also be paid by Visa or MasterCard.		
Comment	s:		